



SCHOOL ATTENDANCE OFFICER

Characteristics of Work

This is highly responsible, administrative work consisting of implementing and ensuring statewide compliance with the Mississippi Compulsory School Attendance Law and regulations or policies adopted by the State Board of Education. Incumbents must exercise a high degree of independent judgement in appraising situations and making decisions. Work is performed under the direction of an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Cooperates with any public agency to locate and identify all compulsory-school-age children who are not attending school.

Cooperates with all courts of competent jurisdiction.

Investigates all cases of nonattendance and unlawful absences by compulsory-school-age children not enrolled in a nonpublic school.

Travels extensively in own vehicle to locate compulsory-school-age children not in school.

Provides appropriate counseling to encourage all school-age children to attend school until they have completed high school.

Attempts to secure the provision of social or welfare services that may be required to enable any child to attend school.

Contacts the home or place of residence of a compulsory-school-age child and any other place in which the officer is likely to find any compulsory-school-age child when the child is absent from school and notifies the parents and school officials as to where the child was physically located.

Contacts promptly the home of each compulsory-school-age child in the school district within the officer's jurisdiction who is not enrolled in school or is not in attendance at public school and gives written notice to the parent, guardian or custodian of the requirement for the child's enrollment or attendance.

Files complaints/petitions and prepares and presents court reports with the Youth Court or Courts of Competent Jurisdiction.

Collects and maintains information concerning absenteeism, dropouts and other attendance-related problems, as may be required by law or the Office of Compulsory School Attendance Enforcement.

Performs follow-up counseling after adjudication.

Serves as liaison between courts, schools, and law enforcement.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Cooperates with various agencies and courts to investigate, locate, and identify all compulsory-school-age children who are not attending school.
2. Encourages school-age children to attend school through counseling services and by securing the provision of required social or welfare services.
3. Maintains information concerning attendance-related problems and files necessary paperwork with the courts.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Taste/Smell: Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university in a behavioral science or related field;

OR

Experience:

Three (3) years combined actual experience as a school teacher, school administrator, law enforcement officer possessing such degree as indicated above, and/or social worker to include licensure as a Social Worker by the State of Mississippi.*

*Required by Mississippi Code Annotated (1972), Section 37-13-89.

Required Documentation: Applicant may be required to submit a valid copy of his/her licensure as a Social Worker by the State of Mississippi.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.